



King County

TRANSIT MANAGEMENT INFORMATION AND TECHNOLOGY MANAGER ISA MANAGER IV (*Currently under review for reclassification*)

DEPARTMENT OF TRANSPORTATION

TRANSIT DIVISION/MANAGEMENT INFORMATION AND TRANSIT TECHNOLOGY SECTION

Annual Salary Range: \$72,427 – \$102,060

Job Announcement: 05DP4991

OPEN: 3/7/05

CLOSE: Open Until Filled

WHO MAY APPLY: This position is open to the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **201 S. Jackson Street, MS KSC-TR-0419, Seattle, WA 98104** or hand-delivered to the Career and Employment Center at 201 S. Jackson Street, Floor 1A. Application materials must be received **by 4:00 p.m. on the closing date**. (Postmarks are NOT ACCEPTED.) Contact Delanie Peterson at (206) 684-1607 or via email at delanie.peterson@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above will not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: King Street Center, 201 S. Jackson St., Seattle, WA.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday 8:00 am - 5:00 pm and additional hours as necessary, including being on-call for emergencies.

PRIMARY JOB DUTIES INCLUDE:

- Oversee the development, maintenance and administration of public transportation system's information technology infrastructure, including developing and implementing transit architecture and standards for major transit information systems.
- Direct the work of transit information technology systems staff through subordinate supervisors or managers; develop performance measures and conduct performance evaluations; authorize hiring and disciplinary actions.
- Develop and implement the annual information technology strategic plan for public transportation operations; budget and monitor expenditures, and reallocate resources; coordinate the technology budget with other divisions and departments within County government.
- Act as the division's technology representative with internal and external customers; regularly participate on external committees and joint technology projects or system implementations; coordinate technology requirements with internal County agencies or departments.

- Act as the central point of contact in the identification, coordination and resolution of information technology issues related to public transportation; make recommendations to the Division Director regarding the resolution of public transportation technology issues.
- Direct the development, implementation and administration of comprehensive short and long-range information technology plans in conjunction with public transportation business plans; oversee the development, implementation and administration of information technology for public transportation capital projects.
- Direct the development of policies and procedures for the information technology plan; ensure the compliance of technology plan and information security plan with County technology standards and policies.

QUALIFICATIONS: A Bachelor's degree in a related field, plus six years of increasingly responsible supervisory or managerial experience is required, preferably in a large public transit setting; **or** the equivalent combination of education and experience. Experience must demonstrate the following:

- Advanced knowledge of information systems development techniques and principles, and systems architecture.
- Demonstrated project management principles and techniques, including budget and resource allocation skills. Must be able to demonstrate the ability to convince others to initiate action to achieve the public transportation information technology goals.
- Advanced knowledge and demonstrated experience in the application of supervisory and management techniques and principles
- Advanced oral and written communication skills
- Advanced analytical, decision making, planning and organizational skills
- Demonstrated skill in working in a political environment with individuals who have diverging opinions and viewpoints, and in building consensus
- Demonstrated skill in working with diverse audiences and presenting technical information to non-technical audiences
- Demonstrated ability to establish effective working relationships with staff and senior management throughout the Transit Section and King County Elected Officials, Labor Representatives, and Local, State and Federal Agencies is essential.

SELECTION PROCESS: Applicants will be screened for qualifications and the clarity and completeness of their application materials. The most competitive applicants may be invited to participate in an interview.

UNION MEMBERSHIP: This position is not represented by a union.

CLASS CODE: 1252100